

**ADMINISTRATIVE DIRECTIVE
OF THE
PRESIDENT JUDGE OF THE SUPERIOR COURT
OF THE STATE OF DELAWARE**

NO. 94-2

SUPERIOR COURT TRAVEL EXPENSES POLICY

This 9th day of June, 1994,

The purpose of this policy is to provide guidelines under which Judges and Staff will be reimbursed for authorized travel expenses. In addition to these guidelines, specific procedures with regard to incurring and reporting travel expenses are provided. This policy relates only to travel expenses which are reimbursable from the Superior Court Budget.

OUT OF STATE TRAVEL

The State of Delaware's Travel Management Services Vendor shall be used for all travel arrangements for common carrier and/or lodging. For the period July 1, 1993 through June 30, 1995, that vendor is "Red Carpet Uniglobe Travel". Vouchers for personal expenses must be submitted for processing as soon as possible after the completion of the travel. Effective July 1, 1994, early or deferred departure is encouraged if it results in a lower fare (Saturday night lay-over.)

BY PERSONAL AUTOMOBILE

Mileage will be reimbursed at the rate of \$.20 per mile. Total mileage can be reported by actual odometer reading or from AAA point-to-point mileage chart.

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BY RENTAL AUTOMOBILE

Rental vehicles may be used for or during out-of-state travel when necessary. A receipt is required for reimbursement of expenses incurred. **OPTIONAL INSURANCE MUST BE DECLINED.**

State of Delaware fleet vehicles can also be used for out-of-state travel. Appropriate approvals must be obtained.

COMMON CARRIER - GROUND AND AIR

This category includes train, airfare and bus service. Air travel is to coach class only. A receipt is required for reimbursement of expenses incurred.

TRAVEL ARRANGEMENTS

Travel arrangements must be booked through Red Carpet Uniglobe Travel. The cost can be billed directly to the Superior Court Administrator. Effective July 1, 1994, early or deferred departure is encouraged if it results in a lower fare (Saturday night lay-over).

LODGING

Arrangements for lodging must be booked through Red Carpet Uniglobe Travel unless provided by conference lodging package. For programs conducted by the National Judicial College, lodging arrangements must be made at the University Inn or other National Judicial College designated hotels.

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Reimbursable expenses are the single rate cost of the lodging plus any applicable taxes. A receipt is required for reimbursement of expenses incurred.

FOOD

Food costs not to exceed \$45 per day are reimbursable without receipt. If the location or circumstances are such that \$45 per day is not adequate, actual costs will be reimbursed only when *all meals are receipted*. Meals included as part of the program are considered a part of the conference fee and are not to be counted in the per diem rate.

INCIDENTALS

Shuttle, Taxi, Tolls - Reimbursable when receipted.

Laundry - Costs are reimbursable only when time spent out-of-state exceeds seven (7) nights. Receipt is required.

Tips - Reasonable and customary tips for baggage handling, shuttles, etc. are reimbursable with or without receipt.

Telephone - Business related fax, telephone calls and mailings are reimbursable. A receipt from the telephone service provider is required if itemization of the calls is not included on the hotel/motel billing. Collect calls to the office are allowed. Personal telephone calls while on overnight travel are reimbursable with a receipt from the telephone service provider or if included on the hotel/motel billing invoice at the rate of \$10. per week.

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REGISTRATION

It is the policy of the Superior Court to repay costs for conference fees and registration whenever possible. Sufficient notice must be given to allow for routine processing of such payments. If an out-of-pocket expense is made, a *receipt is required* for the reimbursement of the expense incurred.

TRAVEL ADVANCES

Travel advances are not allowed.

Any questions or inquiries relating to this travel policy should be directed to Thomas J. Ralston, Superior Court Administrator, at 577-2400, ext. 252.



President Judge

xc: Superior Court Judges
Thomas J. Ralston, Court Administrator
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